

City of Auburn

Public Services Department
Deputy Public Services Director

The City of Auburn (pop. 23,000) is seeking a qualified, dynamic individual for the full-time position of Deputy Public Services Director. The department consists of 57 union public works and parks employees, 8 mid-management supervisors and 3 secretarial staff, and the director and assistant director, operates within a budget of \$5.5 million, and has approximately 100 pieces of rolling stock used to maintain approximately 537 lane miles of roads. The department utilizes fleet management and work order system software, (Lucity), and Microsoft Office Suite.

The Deputy is responsible for working with the Director to manage departmental operations, which includes employee management, program development, budget preparation, fleet services, traffic maintenance functions, safety and training programs; implementing policy; regulating discipline, working with the public; evaluating city services; fosters departmental productivity.

The successful candidate will have 5 years of managerial and financial experience; a proven managerial track record of supervising, evaluating, directing, and problem solving; be a creative individual with demonstrated skills in customer service, public relations, management, oral and written communication, evaluating public works functions and drawing conclusions to improve systems and functions; possess the ability to comprehend and administer city and state laws, as well as the latest edition of the Manual Uniform Traffic Control Devices, Roadway Fundamental for Municipal Officials, and the Maine Local Roads Manuals.

The City offers a competitive wage and benefit package; salary DOE. Please submit cover letter, resume, writing sample, and references to: Deborah Grimmig, Human Resource Director, 60 Court Street, Auburn, Maine 04210. Tel 207-333-6601 ext 1414. E-mail address is dgrimmig@ci.auburn.me.us. Review of applications will begin immediately and will continue until the position has been filled. The City is an equal opportunity employer.